

**OFFICE OF THE ILLINOIS STATE TREASURER  
UNCLAIMED PROPERTY DIVISION**

**INSTRUCTIONS**

**FOR FILING THE ANNUAL REPORT OF UNCLAIMED PROPERTY  
SAFE DEPOSIT BOXES AND SAFEKEEPING ITEMS  
USING FORMS UPD205 AND UPD206**



**Do not deliver Safe Deposit Box or Safekeeping  
Items to us until instructed to do so in writing.**

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**REPORTING, DRILLING, DELIVERY AND INVENTORY QUESTIONS CALL (217) 785-6998**

**DUE NOVEMBER 1, 2015**

If your report is not received by November 1, 2015 you may be assessed administrative charges, fees and interest.

**FORM MUST BE TYPED**

**MAILING ADDRESS**

**If by:** Regular Mail (U.S. Postal Service)  
**Send to:** Illinois State Treasurer's Office  
Unclaimed Property Division  
PO Box 19496  
Springfield, IL 62794-9496

**If by:** Express Mail Service  
**Send to:** Illinois State Treasurer's Office  
Unclaimed Property Division  
1 W Old State Capitol Plaza, Ste 400  
Springfield, IL 62701-1390

## INTRODUCTION

The Illinois Uniform Disposition of Unclaimed Property Act (Act) requires that safe deposit boxes with contents which have remained unclaimed for five (5) years after expiration of lease be presumed abandoned. Therefore, safe deposit boxes whose leases expired June 30, 2010 and prior are considered abandoned and reportable. The due date for filing the Annual Report of Safe Deposit Boxes is November 1, 2015.

If you have abandoned safe deposit boxes that are reportable and the owners have not been contacted previously concerning their accounts' inactivity, Section 1025/11(e) of the Act requires that:

"before filing the annual report the holder of property presumed abandoned under this act shall communicate with the owner at his last known address if any address is known to the holder,... If the holder has not communicated with the owner at his last known address at least 120 days before the deadline for filing the annual report, the holder shall mail, at least 60 days before that deadline, a letter by first class mail to the owner at his last known address, if any address not shown to be inaccurate is known to the holder."

In order for a safe deposit box to not be considered abandoned, the owner must have satisfied all back rent and legal charges pursuant to the rental contract and/or other charges permitted by law.

## FORMS TO FILE AND WHERE TO SEND THEM

**The reporting forms have changed so read them carefully.** Enclosed are the Annual Report of Unclaimed Property Safe Deposit Boxes (form UPD205) and the Drilling Statement (form UPD206). The Annual Report of Unclaimed Property Safe Deposit Boxes must be completed in its entirety, verified for accuracy, signed, and filed regardless of whether you have abandoned safe deposit boxes to report. The Drilling Statement (form UPD206) must be submitted only if you have abandoned safe deposit boxes with contents to report. Form UPD206 must be completed for each box and submitted at the same time as form UPD205. Your report must be submitted on these forms. However, if boxes have been inventoried prior to receiving these forms, you may attach your inventory sheet to form UPD206 after completing the owner information. If you are an institution filing for more than one location, a separate Annual Report (form UPD205) and Drilling Statement(s) (form UPD206) must be completed and filed for each location. Copies of completed forms should be made for your files. ***Inaccurate or incomplete reports are not considered to be in compliance with reporting requirements, and may result in fees and charges as provided for in Section 1025/25.5 of the Act.***

Mail completed forms to: ILLINOIS STATE TREASURER'S OFFICE  
UNCLAIMED PROPERTY DIVISION  
PO BOX 19496  
SPRINGFIELD IL 62794-9496 (See cover page for express mailing address.)

## DELIVERY OF CONTENTS

Once we have received and processed the information from your annual report and we are ready to receive and inventory your boxes, we will notify you of a specific week in which you can mail or ship your safe deposit contents to us. This will eliminate the need for you to travel to our office to deliver contents and sit through a cumbersome inventory and the need for us to travel to outlying areas of the state to collect boxes. Once we receive the contents, we will perform the inventory and record the data. Hopefully, this will make the process less time consuming and costly for both parties.

**REMEMBER . . . DO NOT SHIP CONTENTS TO US UNTIL YOU ARE INSTRUCTED IN WRITING TO DO SO.**

If you have any questions concerning the completion and filing of this report, drilling, inventory or delivery, please call (217) 785-6998.

## INSTRUCTIONS FOR COMPLETING FORM UPD205

This barcoded form is for filing the annual report for the location identified in Section B only. It may not be used for filing the annual report for any other location.

**Section A** - Identifies the name and address of the business this report was mailed to and who is responsible for filing the annual report. If the information is different from that in Section B, it indicates that business (A) is filing the report for branch (B) located at a different address.

**Section B** - Identifies the name and location for which boxes are being reported.

**Section C** - If the name and/or mailing address should be changed for the business shown in Section A, or for the name and location for which the report is being filed in Section B, note changes here. A business filing for more than one location ***must file a separate report*** for each location.

**Section D** - Complete this section if the business or company in Section B will no longer need to file annual unclaimed property reports due to merger or change in file responsibility.

- **Merger:** If the business listed in Section B has merged with another company that will be responsible for filing future safe deposit box reports, provide the name, address and FEIN of the surviving business.
- **Change in Filing Responsibilities:** If the business listed in Section B is a branch of another corporation and future reports for this business will be filed by the parent corporation, provide the name, address and FEIN of the parent corporation.

**Section E - Charter Date and FEIN:** Verify the charter date and FEIN (Federal Employers Identification Number) for your institution. If inaccurate or missing, please list the corrected information.

**Number of SD Boxes or Safekeeping Items to Report to State:** Report only the box numbers of the boxes that have contents. The boxes listed on the back of the UPD205 must agree with the total number of boxes to remit in Section E of UPD205 with the number of Drilling Statements (UPD206) attached. **Do not report boxes listed on a previous report.** If reporting safekeeping items, report the number of owners here. The total safekeeping account or reference numbers listed on the back of UPD205 must agree with the number of owners reported here.

**Box or Safekeeping Number (the back of form UPD205):** List the box or safekeeping number of the items being reported. If no number or name is associated with a safekeeping item, assign a reference number to it. Complete the UPD206 form for each owner of a safe deposit box or safekeeping items.

**Nothing to Report:** According to Section 760.20 of the rules, if you have no abandoned safe deposit boxes as defined by statute or rule, you are **still required** to file a report. Mark the appropriate box in Section E, sign the form and return it.

**Section F** - This report must be verified and signed in order to be considered complete and in compliance with reporting requirements. Unsigned reports will be returned. The person signing the report should be the person responsible for answering questions or resolving problems for the report, and for scheduling the remittance of box contents.

## INSTRUCTIONS FOR COMPLETING FORM UPD206 - DRILLING STATEMENT

In this packet is one Drilling Statement form (UPD206), which may be duplicated as needed. This form is to be used for reporting owners of abandoned safe deposit boxes or owners of abandoned safekeeping items. Safe deposit boxes with leases that expired June 30, 2007 and prior are considered abandoned and reportable. **Do not report boxes with lease expiration dates after June 30, 2007.** One form (UPD206) is to be completed for each box being reported or each owner of safekeeping items. Use this to report all pertinent information concerning owners and their property. **Do not report empty boxes.** Please refer to the following illustration and correspondingly numbered regions for assistance in completing the owner record.

### Unclaimed Property Safe Deposit Box Drilling Statement UPD 206

Holder Name \_\_\_\_\_ 1 \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

2	Check One	Rel Code	Prefix (10)	Last Name or Company (40): (circle one)	First (30)	MI (10)	Suffix(10)
	____ Single ____ Joint Owner ____ of ____	3	4	5	6	7	8
	Bldg., Room, Floor, Suite or Apt # (30) 9						
	Street or RR / Box (30) 10						
	PO Box / APO / Foreign (30) 11					Country	
	City (30) 12			State (2) 13	ZIP (9) 14	SSN 15	
	Comments 16						

**Region 1 - Holder Name:** Enter the name of the business from Section B of the barcoded form UPD205.

**TIP: TYPE THE HOLDER NAME AND HOLDER NUMBER BEFORE DUPLICATING FORM UPD206.**

**Region 2** - On form UPD206, there are two (2) complete owner information records. If the property being reported has only one owner, you would complete one record for it. **For property with two or more owners, complete an owner record for each owner.**

- For each owner record, indicate whether the record is a single entity (check Single) or one of multiple owners. To denote multiple owners, indicate on each owner record which record it is (e.g. owner 1 of 2 or owner 2 of 2). List owner record 1 first, and additional owners immediately afterward, in numeric order.

**Region 3** - For records that describe **multiple** owners, enter the code that indicates the type of relationship that exists between these owners. A relationship code should be entered on each owner record of the group. See the table on page 4 for a listing of the possible relationship codes, and examples.

**Regions 4-8 - OWNER NAME:** To expedite processing of your report and owner claims and inquiries based on it, we ask for owner names to be in a particular format. Please use these guidelines for entering an owner name.

**TIP - OMIT PUNCTUATION IN THE NAME FIELDS!**

- **Prefix** - The title before a person's name (e.g. Mr, Mrs, Ms, Miss, Reverend, Sergeant, Captain, Doctor, etc.) Ten spaces are allowed; abbreviate if needed.
- **Last Name** - The last name (if a person) or the complete name of a company or business. If the name is not known, type the word UNKNOWN in this field and provide any available property information.
- If the owner is a **person**, use up to 40 spaces. If the last name has punctuation or spaces, omit them and close up the space. For example:

<u>Original</u>	<u>Preferred</u>
O'MALLEY	OMALLEY
VAN OWENS	VANOWENS
SMITH-JONES	SMITHJONES

- If the owner name is that of a **company or business**, Rules A-D apply. See the table on page 4.

**Rule A** - Use up to 40 spaces (type it in the Last Name field). For names longer than 40 letters, only a few words can be abbreviated (see list on page 4). Do not abbreviate words other than those in this list, and do not abbreviate the first word of a name. When 40 characters are reached, stop. Rule B - If a company or business uses an acronym instead of their full name, do not use punctuation or spaces between the letters. However, if the company's name is the name of a person, put a space after each initial.

**Rule B** - If a company or business uses an acronym instead of their full name, do not use punctuation or spaces between the letters. However, if the company's name is the name of a person, put a space after each initial.

**Rule C** - The only non-alphanumeric character allowed in a name is `&' (for `AND').

**Rule D** - If a name begins with `The', remove `The'.

- **First Name** - Use up to 30 spaces.
- **Middle Name or Initial** - Ten spaces are allowed for the middle name or middle initial.
- **Suffix** - A word added to the end of person's name (e.g. Jr, Sr, III, MD, PHD, DDS, PC, CPA, Esquire, Attorney, Estate, Minor, Deceased). Ten spaces are allowed for the suffix; abbreviate if needed.

**Regions 9-14 - OWNER ADDRESS:** Four lines are allowed for the owner's address. Each line indicates the type of address information to be typed on that line.

**TIP - SAVE TIME! OMIT PUNCTUATION IN THE ADDRESS FIELDS!**

- **Multiple Owners** - If the owners for a multiple owner account have the same address, fill out the complete address information for the first owner and type 'same as above' in the Street Address field for the additional owners. If the owners have different addresses, the pertinent address information must be typed for each owner.
- **Bldg, Rm, Fl, Suite or Apt #** - Use up to 30 spaces.
- **Street Address** - Use up to 30 spaces. (For joint owners with the same address as the first owner, type 'same as above'.)
- **PO Box/APO/Foreign Address** - Use up to 30 spaces. If a foreign address, type the city, province, territory, country, etc. **Note:** Use City, State and ZIP code fields for USA addresses only!
- **City** - Use up to 30 spaces. Do not abbreviate.
- **State** - Two (2) spaces are provided for the standard US Postal Service abbreviation.
- **ZIP Code** - Use up to nine (9) spaces. At least a five digit ZIP **must** be provided. For assistance in determining the ZIP code, contact the US Postal Service.

**Region 15 - Social Security Number (SSN):** Nine (9) spaces are provided for the owner's SSN. If you have this information, you must provide it. It simplifies and streamlines the claims process and, sometimes, may be the only information a person can document to prove ownership.

- On a multiple owner account, supply each owner's SSN, if known. If only one SSN is known for the account, apply it to the appropriate owner if known or to the first owner if you don't know which owner it belongs to.

**Region 16 - Comments:** This line may be used for AKA, DBA, FKA or other descriptive information not included in the relationship code, prefix, suffix, and property type code or account information fields.

## DESCRIPTION OF UNCLAIMED PROPERTY

According to Section 760.30 of the applicable rules, safe deposit boxes which are abandoned property as defined by statute and rule must be opened and inventoried in the presence of two employees of the holding entity.

Space is provided on the front and back of UPD206 to inventory contents upon drilling the box. If the box has already been drilled and inventoried, a copy of the original inventory sheet may be stapled to this form rather than retyping the information. Following are suggestions for describing property upon inventorying and completing this form.

**Jewelry:** Description of jewelry should be in generic terms.

1 yellow ring with white stone 14K  
3 white bands  
1 yellow pin with 2 white and 1 green stone  
1 yellow p/watch (pocket watch)  
1 white w/watch (wrist watch)

**Papers:** List groups of papers as miscellaneous papers.

**Bonds and Securities:** List denomination, serial # and name.

\$25 #Q11111199E Series E  
\$10,000 #009001 First Nat'l Bank of Chicago CD  
100 shares #1234 AT&T common

**Wills** List the name(s) of the testator(s) of the will.

**Coins and Currency:** Description of coins and currency should be specific.

1 - US JFK half dollar  
22 - US wheat cents  
5 - US dollar silver certificates  
25 - US twenty dollar bills  
88 - Foreign coins  
10 - Foreign paper notes

**Weapons:** List serial number, caliber and type of weapon.

1 - 45 caliber Smith & Wesson handgun #9900990

### RELATIONSHIP CODES

Reminder - Single owner accounts do not require a relationship code.

Code	Description	Code	Description	Code	Description
A	Joint (and)	I	Administrator	Q	Payee
B	Joint (or)	J	Administrator (and)	R	Insured
C	Custodian	K	Administrator (or)	S	Beneficiary
D	Custodian (and)	L	Executor	T	Other
E	Custodian (or)	M	Executor (and)	U	Owner
F	Trustee	N	Executor (or)	V	Agent
G	Trustee (and)	O	Uniform Gift to Minors Act	W	Authorized Signature
H	Trustee (or)	P	Remitter	X	Sole Owner

### RELATIONSHIP CODE EXAMPLES

JOHN AND MARY DOE, JT TEN ..... (Use 'A' for each)  
 MARY DOE, CUST OF JOHN (UGMA) ..... (Use 'O' for JOHN, 'C' for MARY)  
 MARY DOE, CUST OF JOHN ..... (Use 'U' for JOHN, 'C' for MARY)  
 JOHN & MARY DOE, CUST OF SUE ..... (Use 'U' for SUE, 'D' for JOHN & for MARY)  
 MARY DOE, TRUSTEE OF JOHN ..... (Use 'U' for JOHN, 'F' for MARY)  
 MARY DOE, ADM OF EST OF JOHN ..... (Use 'U' for JOHN, 'I' for MARY)  
 MARY DOE, EXEC OF EST OF JOHN ..... (Use 'U' for JOHN, 'L' for MARY)  
 MARY DOE, GURD OF JOHN ..... (Use 'U' for JOHN, 'T' for MARY)  
 MARY DOE, NFO OF JOHN ..... (Use 'U' for JOHN, 'T' for MARY)  
 MARY DOE, ASSG OF JOHN ..... (Use 'U' for JOHN, 'T' for MARY)  
 MARY DOE, SUB OF JOHN ..... (Use 'U' for JOHN, 'T' for MARY)  
 MARY DOE, FBO OF JOHN ..... (Use 'S' for JOHN, 'T' for MARY)

### ALLOWED COMPANY OR BUSINESS NAME ABBREVIATIONS

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
ASSOCIATION	ASSN	CREDIT UNION	C U	INSURANCE	INS
COMPANY	CO	CURRENCY EXCHANGE	C E	LIMITED	LTD
CORPORATION	CORP	INCORPORATED	INC	SAVINGS & LOAN	S&L

### EXAMPLES OF RULES A-D APPLIED TO COMPANY OR BUSINESS NAMES (See Page 3)

Rules	Original	Preferred
A	1ST NATIONAL BANK	FIRST NATIONAL BANK
A	INSURANCE CORPORATION OF AMERICA	INSURANCE CORP OF AMERICA
A	TOOL MFG COMPANY INCORPORATED	TOOL MANUFACTURING CO INC
B,C	U P S or U.P.S.	UPS
B	I D S FINANCIAL CORP	IDS FINANCIAL CORP
B,C	U. S. POSTMASTER	US POSTMASTER
B	RJ REYNOLDS	R J REYNOLDS
B	AE STALEY	A E STALEY
C,D	THE CHILDREN'S STORE	CHILDRENS STORE
A,C	ACE MANUFACTURING AND DIST	ACE MANUFACTURING & DISTRIBUTING